



Claim for Damages

Town of Johnston
1385 Hartford Avenue
Johnston, Rhode Island 02919
(401) 351-6618

This form is for all claims

Information for Pothole claims: damage caused by potholes must be filed with a police report and be filed within 7 days of the occurrence. The Town is not liable for damage if it has not been previously notified of the pothole. If the Town is found liable for the damage, reimbursement is limited to \$300.

Information for In-ground sprinkler damage: the Town is not responsible for damage to sprinklers if the sprinklers are within the Town's right-of-way.

To: The Honorable Johnston Town Council:

Date: _____ Claimant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Name and Address of Legal Representative (If Any):

_____ Telephone Number: _____

Date of Loss: _____ Approximate time of loss (if known): _____

Location of loss: _____

Description of Claim (Provide Details): _____

Dollar Amount of Claim: \$ _____ (attach written estimate)

Be sure to attach any and all pertinent documentation including Police Reports, Insurance Claims, Invoices, Quote Sheets, Etc. Incomplete forms will not be considered. If submitting pictures, they must be printed and submitted with the claim; emailed pictures, flash drives or data sticks are not accepted

Signature Date